

REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		LEAVE BLANK	
		JOB NO	N1-255-90-4
TO GENERAL SERVICES ADMINISTRATION NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408		DATE RECEIVED	3/9/90
1 FROM (Agency or establishment) National Aeronautics and Space Administration (NASA)		NOTIFICATION TO AGENCY	
2 MAJOR SUBDIVISION Johnson Space Center (JSC), Houston, TX		In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.	
3 MINOR SUBDIVISION White Sands Test Facility, Las Cruces, NM (WSTF)			
4 NAME OF PERSON WITH WHOM TO CONFER Mr. Norman Boles FTS Ms. Susanne Malof, JSC Records Manager FTS		5 TELEPHONE EXT 8-572-5283 8-525-4008	DATE 12/17/90
		ARCHIVIST OF THE UNITED STATES 	

6 CERTIFICATE OF AGENCY REPRESENTATIVE

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records, that the records proposed for disposal in this Request of 2 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified, and that written concurrence from the General Accounting Office, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached.

A GAO concurrence is attached, or is unnecessary

B DATE 2-12-90	C SIGNATURE OF AGENCY REPRESENTATIVE Adria A. Lipka 202/755-1070	D TITLE NASA Records Officer NASA Headquarters, Mail Code NTD-1 Washington, DC 20546
-------------------	---	---

7 ITEM NO	8 DESCRIPTION OF ITEM <i>(With Inclusive Dates or Retention Periods)</i>	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN <i>(NARS USE ONLY)</i>
1	<p>R&D Test Project Files currently located at WSTF dating from the period 1964 to Present (1989). Current accumulation is 419 cubic feet, with an annual creation of approx. 12 cubic feet. The test files consist of paper documentation only and are described as follows:</p> <p>A. R&D Test Project Files Documentation:</p> <p>Test preparation sheets, Discrepancy reports, and operational checkout procedures and documentation used at the White Sands Test Facility (WSTF) as authorizing work documentation and test data in support of short-term test projects. These files consist of the following record categories:</p> <ol style="list-style-type: none"> 1. a. Materials Testing and Flight-Like Test Materials Files: These records are test materials which are samples of materials that go aboard manned spacecraft and are used solely as test materials only. The materials are not actual flight samples/material. These records are under the control of the Laboratory Manager. 2. b. Hazardous Fluids and Materials Testing: Documentation created in testing sample fluids and materials. These are not actual flight materials. Records under Lab Mgr. 3. c. Propulsion Devices: Documentation and samples which are used on-board spacecraft but are not actual flight materials. These are samples used solely for testing and research purposes. These are records of propulsion devices tested at the WSTF test stand sites and are under the control of the Propulsion Manager. <p>DISPOSITION: (See Next Page)</p>		<p style="writing-mode: vertical-rl; transform: rotate(180deg);">All changes to this proposed schedule have been approved by: C. Spear, Sec 1082 7/10/90 date NTR Archivist Adria A. Lipka 2/10/90 date NASA Records Officer</p>

CONTINUATION OF SF 115

National Aeronautics and Space Administration
Johnson Space Center
White Sands Test Facility

Item

DESCRIPTION OF ITEM

CONTINUED:

A. Disposition:

Paper Records

Maintain paper records until test/case file is closed. Microfilm all documentation within closed test/case file and produce one silver and two diazo working copies.

Destroy paper records after microfilm has been verified by appropriate laboratory staff that it is an accurate and correct copy of paper records. Store one diazo copy off-site as soon as paper records have been destroyed.

Silver-based Microfilm Copy

Retain at WSTF for 5 years. Retire to FRC 5 years after close of test/case. Destroy 25 years after close of test/case.

Diazo Working Copies

Destroy all copies at WSTF when no longer needed for reference.

General Facility Records - WSTF

B. Destroy paper records when 3 years old, or when no longer needed, whichever is sooner.